

OTE 86-6413

8 December 1986

MEMORANDUM FOR: Executive Director

VIA: Deputy Director for Administration

FROM:
Director of Training and Education

SUBJECT: Keynote Address for "Leading People in CIA"

1. Thank you for agreeing to be the keynote speaker for the pilot running of "Leading People in CIA." Your presentation is scheduled for 9:00 AM on Wednesday, 10 December 1986 in room 507 of the Chamber of Commerce Building.

2. As you know the focus of our course is getting the job done through people. We hope you will impress upon the students the importance of continuing to develop management and interpersonal skills. Listed below are several areas you may want to cover in your talk:

The Challenge

Currently, our productivity as an Agency is being challenged by changing demographic, economic, sociological, and political trends both inside and outside the Agency. Examples include:

- competition for our highly skilled employees
- the need to assimilate our new people
- the prospect of fewer--if any--increases of people and money
- reduced desirability of federal employment or of working overseas

The key to coping with these changes is more effective management and utilization of our people.

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The Course

In order to improve your ability to get action through people, OTE at the behest and with the input of Agency management has developed the Leading People in CIA course.

- Being open to receiving feedback about oneself is another critical aspect of continuing professional development. (In this course, students will be getting comprehensive feedback from subordinates, peers, and superiors.)
- One key to effective management is the ability to motivate and influence individuals at all levels.
- Interpersonal skills such as listening, questioning, clarifying, giving feedback, coaching, and conflict management are also vital. These skills are basic survival skills for managers.
- With scarce resources, task forces, and the crisis orientation of our work, collaboration with peers is crucial.
- Understanding the boss can enhance the employees usefulness to the boss as well as the organization.
- Maximize the opportunities offered to you in this course. Network with each other. Consult with instructors.

3. Enclosed please find an overview of the "Managing in CIA" program as well as a more detailed outline of the 3-day "Leading People in CIA" course.

4. If you have any questions regarding this material or your presentation on the 10th please do not hesitate to phone If you would be interested in having Karen come over to discuss the address, call at the above mentioned number.

Attachments

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STAT

OTE/LDD/MTB

(3 December 1986 OTE 86-6413)

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